

Thrift Store Assistant
St. Martha, Murrieta
40 Hours a Week
Pay Range: \$19.00-\$21.00 / hour DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY:

The Thrift Store Assistant will assist the Thrift Store Manager in the proper operation of the retail store. In the absence of the Thrift Store Manager, the Assistant will perform all the specific duties required of the manager except for hiring and terminating volunteers and/or other staff.

ESSENTIAL JOB FUNCTIONS:

- Provide excellent customer service and donor relations with the ability to communicate with others in a friendly, confident, professional and timely manner.
- Open and close store as needed.
- Assist manager in running and printing daily sales reports and end-of-day cash flow reports when closing the cash register and deposits.
- Assist managers in supervising and training cashiers and volunteers.
- Ability to calculate sales and change quickly
- Ability to stand for long periods of time
- Ability to work in a fast-paced, stressful environment.
- Organized shelves and displays.
- Customer service delivery and team-player attitude.
- Answer phones and inquiries in a welcoming manner.
- Place merchandise on the selling floor in accordance with presentation standards.
- Perform store housekeeping and maintenance functions as needed, such as dusting, sweeping, mopping, cleaning restroom, moving stock items and donations, etc.
- Accept donations of items.
- Must be available to work flexible hours.
- Assist at Food Pantry or at Parish site, as needed.
- Other responsibilities as deemed necessary by the Thrift Store Manager or Parish Administration.

QUALIFICATION GUIDELINES:

- High school diploma or GED level education with basic knowledge of mathematics.
- Valid California Driver's License, meeting insurance/driving age requirements.
- Experience in retail environment.
- Must be able to read instructions for safe and correct use of tools and chemicals used in the repair or maintenance of relevant items.
- Must be knowledgeable in safe work procedures and practices.
- Must have ability to lift heavy objects.
- Must be self-motivated with a strong work ethic and the ability to multi-task.
- Must have excellent collaboration skills.
- Must have ability to interact professionally with all employees and people coming onto site.
- Must demonstrate flexibility, friendliness, and be a responsible member of Thrift Store team.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 40 lbs., pushing, pulling, kneeling, crouching, hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested Candidates, please submit resume and cover letter to:

Diocese of San Bernardino
Attn: Eileen Salazar, HR Generalist – esalazar@sbdiocese.org
1201 E. Highland Ave.
San Bernardino, CA 92404
(951) 475-5173

The Diocese of San Bernardino is an Equal Opportunity Employer.